Committee Member Responsibilities and Expectations:
The primary responsibility of Reunion Committee Members is to reach out to classmates to encourage their attendance at reunion and participation in the class gift. The full list of responsibilities is as follows:

- Attend reunion.
- Contribute to the Class Gift at a leadership level.
- Assist in the selection of additional committee members, as well as identify individuals with noteworthy social ties to the class and/or giving capacity.
- Participate in reunion committee meetings and/or conference calls as needed/wanted by the committee (typically 2 to 3 meetings/calls).
- Assist in logistical planning of class events.
- Personalize, approve, and sign written appeal letters targeted toward the class (when applicable).
- Build awareness and engagement around reunion through personal outreach – via phone, direct mail, email, and social media.
- Each committee member will also be assigned a portfolio of classmates to be personally contacted in the months leading up to the event to encourage reunion attendance and participation in the class gift.

Term of Service:
Reunion committees are in place for a term of one academic year, with the opportunity to continue working with the class as a “class agent” beyond the reunion.

Program Description:
Every May, we hope to have as many alumni back to campus as possible to reconnect with old friends and their alma mater. Reunion is an important annual tradition, which strengthens ties to Mount Sinai for alumni, while also bolstering annual giving efforts. Our committee of volunteers will help to raise the enthusiasm among fellow alumni and former classmates while playing an important role in the success of class fundraising efforts. You and your fellow classmates will support ISMMS through donations to the Alumni Endowed Scholarship Fund. Your efforts will make medical education at ISMMS and your degree even more valuable!

Staff Support:
The reunion committee will be supported by a staff member, who will be responsible for recruitment of volunteers, organization of both group and individual meetings, and implementation of special projects. Staff will also create all resource materials needed by committee members and will communicate with committee members on a regular basis throughout the year.

QUESTIONS?
Whether you are looking to engage fellow alumni or connect with students, we have an opportunity for you.

To get involved, please contact:
Vanessa Ball, Development Officer
Office of Alumni and Development
Icahn School of Medicine at Mount Sinai
vanessa.ball@mountsinai.org
646-605-8705